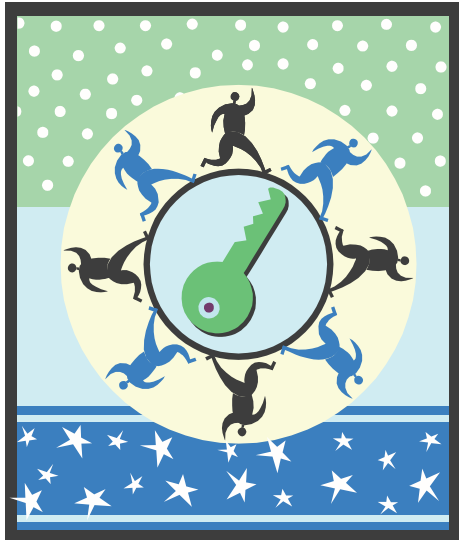




**OUR COMMITMENT TO
THE PRIVACY POLICY**



**We value your privacy
and will treat all
personal information
with sensitivity
and confidentiality.**



PRIVACY CONTACT PERSON

LYNDA REAVELL
Administration Manager
Uniting Church in the City
Level 1, Queens Bldg
97 Williams Street
Perth WA 6000
Telephone
(08) 6103 4222
Fax
(08) 9321 9964
Email
lyndar@ucic.org.au

Synod Privacy Officer

**Uniting Church Centre
85-89 Edward Street
PERTH WA 6000**

GPO BOX M952, PERTH WA 6843

Telephone
(08) 9260 9800

Fax
(08) 9328 2731

**WHAT THE
PRIVACY ACT
MEANS TO
YOU...**



**PRIVACY INFORMATION
BROCHURE**



**Uniting Church in the City
97 William Street
PERTH WA 6000**

Telephone
(08) 6103 4222

THE LEGISLATION

The Federal Government passed the:-

*Privacy Amendment (Private Sector)
Act No. 155 of 2000*

which sets out new laws in relation to the collection of all personal information.

The Uniting Church in Australia, Synod of Western Australia, including all congregations and presbyteries, agencies and incorporated bodies will comply with the new law and the ten National Privacy Principles as stated below:

- ➔ **collection**
- ➔ **use and disclosure**
- ➔ **data quality**
- ➔ **data security**
- ➔ **openness**
- ➔ **access and correction**
- ➔ **identifiers**
- ➔ **anonymity**
- ➔ **transborder data flows**
- ➔ **sensitive information**

For more information about the Act and the National Privacy Principles, contact our Privacy Contact Person or visit the Australian Privacy Commissioner's website at www.privacy.gov.au.

The Uniting Church Synod of Western Australia has formulated its own Privacy Policy and Privacy Manual detailing the Church's position on privacy. A copy is available on request.

WHAT INFORMATION DO WE COLLECT?

Personal information may be collected in a variety of ways including registration, enrolment forms, or in personal notes.

The information collected may include names, addresses, email addresses, telephone and fax numbers, medical details, family details (including spouses, children, guardians & parents' details,) credit card and account numbers, and any notes taken for counselling purposes.



HOW WE ARE RESPONDING TO YOUR PRIVACY

- ➔ We will only collect personal information if it is necessary for our mission and ministry.
- ➔ Individuals will be notified of our intended uses of their personal information at the time of collection.
- ➔ Personal information will be securely stored and not disclosed to other parties without the individual's consent.
- ➔ If you become aware your congregation/presbytery or agency is holding personal information no longer required, incorrect, or out of date, please notify them so they can amend or destroy the information. This will be done in a secure and sensitive way.

YOUR RIGHTS

If you would like to view your personal information, you should contact your local congregational/presbytery/agency Privacy Contact Person.



If you have any questions about the personal information the church has about you, put your concern in writing.



If your concern is not addressed to your satisfaction, then forward your concern to the Synod Privacy Officer whose address is on the back of this brochure.



If you still feel your concerns have not been resolved, your complaint can be sent direct to the Privacy Commissioner's office (a Federal Government Department) for their attention.